

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice FI-2907

For: State and County Offices

County Office Receivable Validation Required

Approved by: Administrator



1 Overview

A Background

ACS, CRS, and the Cash Receipts System will soon be replaced by the National Receipts and Receivables System (NRRS), a web-based application. Data generated from ACS, CRS, and the Cash Receipts System will be migrated to NRRS.

Note: It is necessary to validate this receivable data before the NRRS migration.

B Purpose

This notice requires that all County Offices print and FAX the following reports to FSC, Receivable Management Office (RMO):

- Individual Producers With Outstanding Receivables
- Partnerships and Joint Ventures With Outstanding Receivables.

C Contact

State Offices with questions about this notice should contact Robin Jones, RMO, by either of the following:

- e-mail at **robin.jones@kcc.usda.gov**
- telephone at 816-926-1613.

Disposal Date

January 1, 2010

8-4-09

Distribution

State Offices; State Offices relay to County Offices

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2 County Office Action

A Printing Required Reports

All County Offices shall print the following reports:

- Individual Producers With Outstanding Receivables
- Partnerships and Joint Ventures With Outstanding Receivables.

The following table provides instructions for printing these reports.

Step	Action	Result
1	Logon to the System 36.	Primary Selection Menu FAX250 will be displayed.
2	From Menu FAX250, enter either of the following: <ul style="list-style-type: none">• “3” for the headquarters county• “4” to select a different county.	Application Selection Menu FAX07001 will be displayed.
3	From Menu FAX07001, ENTER “1”, “Accounting”.	Accounting Main Menu AAA000 will be displayed.
4	From Menu AAA000, ENTER “8”, “Common Receivables Function”.	Receivable Main Menu AQK000 will be displayed.
5	From Menu AQK000, ENTER “8”, “Inquires/Print Receivable Status Reports”.	Inquire/Print Receivable Status Reports Menu AQK800 will be displayed.
6	From Menu AQK800, enter either of the following: <ul style="list-style-type: none">• “3” for the Individual Producers With Outstanding Receivables Report• “4” for the Partnerships and Joint Ventures With Outstanding Receivables Report.	Screen AQKPRT01 will be displayed.
7	On Screen AQKPRT01, enter the printer number for the report and the number of copies. PRESS “Enter”.	Screen AQKCFM01 will be displayed.
8	On Screen AQKCFM01, ENTER “Y” or “N” to the question, “Did report print successfully?” PRESS “Enter”.	When “Y” is entered, the system will return to Menu AQK800.

Note: The reports must be run for each County Office residing on the System 36/AS400.

B FAXing Required Reports

FAX the required reports, including negative reports, to RMO at 816-926-7546, no later than **August 14, 2009**.